

DAILY TIME RECORD
OCHAVILLO, EDGARDO C.

(NAME)

For the month of
September 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:58	12:13	12:36	5:19		8hrs
2-TUE	7:56	12:03	12:23	5:03		8hrs
3-WED	8:03	12:12	12:24	5:07	3mins	7hrs 57mins
4-THU	6:58	12:17	12:29	5:07		8hrs
5-FRI	6:58	12:21	12:41	5:43		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:59	12:20	12:42	5:15		8hrs
9-TUE	8:03	12:02	12:06	5:10	3mins	7hrs 57mins
10-WED	8:16	12:21	12:38	5:08	16mins	7hrs 44mins
11-THU	6:58	12:03	12:20	7:10		8hrs
12-FRI	7:56	12:38	12:45	5:40		8hrs
13-SAT						Off
14-SUN						OB
15-MON						OB
16-TUE						OB
17-WED						OB
18-THU						OB
19-FRI						OB
20-SAT						OB
21-SUN						OB
22-MON						OB
23-TUE						OB
24-WED	8:08	12:03	12:38	6:06	8mins	7hrs 52mins
25-THU	8:06	12:05	8:06			3hrs 54mins SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	8:01	12:13	12:44	6:51	1min	7hrs 59mins
30-TUE	8:01	12:02	12:07	5:42	1min	7hrs 59mins

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.

EDGARDO C. OCHAVILLO

VERIFIED as to prescribed office hours

VIC ANGELO L. IMPAS

Department Head
Department of Mechanical Engineering

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